

Galion High School  
472 Portland Way N  
Galion, OH 44833  
November 19<sup>th</sup>, 2015

To Whom It May Concern:

I am excited to be involved in planning an educational tour with Galion High School to Quebec City. In order to allow students to lock in our current price for the tour, we will need students to sign up as soon as possible. I understand the school board and administration must convene to discuss the trip and that this may delay students from enrolling on the tour. Any students who sign up prior to the school board meeting will receive a full refund if the school does not approve the trip. Please make sure to notify us by December 18th of the school's final decision.

Thanks again for your interest in traveling with Explorica!

With kind regards,

**Tommy Troschuetz**  
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